

# Request for Exception to Graduate Academic Regulation Form



## Procedures for a student request for an exception to an AU Graduate Academic Regulation:

1. Student completes Section I of this request for exception form
2. Student submits this form to an advisor for review and a recommendation
3. Advisor submits form and any attachments to the designated approver

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### I. To be completed by the Student

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Name \_\_\_\_\_  
Last First Middle Initial

Email Address \_\_\_\_\_ AU Student Number \_\_\_\_\_

Mailing Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Program \_\_\_\_\_ Advisor \_\_\_\_\_

Exception you are requesting: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

**Current Status:**  Master's  Doctoral  Dissertation  Non Degree  Certificate

**Justification for Exception:** You must supply evidence of extenuating circumstances to support your request for an exception. *Attach additional sheets and supporting documentation (letters, emails, etc.) as needed.*

\_\_\_\_\_  
Student Signature Date Daytime Phone

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### II. To be completed by Advisor Advisor Response/Recommendation:

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- Approved  
 Modified  
 Not approved

Each request for an exception must include a written response by the advisor as appropriate, responding to each issue raised by the student and stating the rationale for the advisor's recommendation. Attach a memo to this form if appropriate.

\_\_\_\_\_  
Supporting Signature of Advisor Date

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### III. To be completed by the designated approver from the Petitions for Exceptions Decision Chart

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- Approved  
 Modified  
 Not Approved  
 **No Action** – Resubmit request based on remarks.  
*This is NOT an approved request.*

Remarks:

\_\_\_\_\_  
Approver's Signature Date

Transcript Entry  Forms Processed \_\_\_\_\_  
Initial/Date